

State of Wisconsin\Government Accountability Board

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JUDGE THOMAS BARLAND
Chair

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Director and General Counsel

MEMORANDUM

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Michael Haas
Elections Division Administrator

Allison Coakley
Elections Training Officer

DATE: June 23, 2014

SUBJECT: SVRS Training webinar series schedule
(July 2014 – March 2015)

Thank you for the positive feedback about the 2013-2014 SVRS Training webinar series. We have developed the second in our series of SVRS training webinars and will kick it off on July 16, 2014, 10:00 a.m., with an update on recent legislative changes and how they impact SVRS and your work as a local election official.

Live Webinar access information and related materials will be posted under “Recent Clerk Communications” on the Monday prior to each webinar. You must be able to view videos on your computer, using a media application such as Windows Media Player and will be connected to audio using your computer’s speakers.

The webinar recording, related materials and a list of frequently asked questions will be posted shortly after the webcast. The programs and materials are free for you to download from our website or a disc may be ordered for a small processing charge: <http://gab.wi.gov/node/2622>. The live or recorded webcasts may be counted toward the hours clerks need for recertification purposes. Please note that the training is intended for county and municipal clerks who work in SVRS.

We will continue to explore education, training that are effective, can be delivered at a reduced cost and will provide uniform instruction and training across the state. Please send any questions or comments you have to Allison Coakley: allison.coakley@wi.gov or (608) 261-2033.

2014-2015 SVRS Training Webinar Series

2014 SVRS Legislative Updates

July 16, 2014, 10:00 a.m. – 11:00 a.m.

This webinar will cover the recent legislative changes as they relate to SVRS, including recording proof of residence in SVRS, Election Day registration postcards, reporting units, as well as a brief introduction to next year's 4-year maintenance process.

SVRS November Election Preparation

August 27, 2014, 10:00 a.m. – 11:30 a.m.

In preparation for the general election, the first part of this webinar will contain a review of pre-election SVRS tasks and best practices, including election set-up (PPAP and RUP), re-naming ballot styles to your advantage and a brief review of MyVote Wisconsin – how you and your voters can use it to best advantage.

The last part of the webinar will provide a review of the absentee process in SVRS, including generating absentee ballot labels and the absentee ballot log. This can serve as a good review for clerks who currently use SVRS to track absentee ballots as well as a good opportunity for those interested in using SVRS to manage their absentee voters in SVRS.

SVRS Data Quality and Reports

September 17, 2014, 10:00 a.m. – 11:00 a.m.

This webinar will first cover how to run SVRS reports: using filters and sorts for some of the common voter reports and the export or print process. It will also importantly address making sure your reports contain accurate data. Reviewing HAVA checks & voter matches (duplicate, felon, death), merging voters and performing mapping data quality – make for accurate reports!

SVRS Post Election Activities

December 3, 2014, 10:00 a.m. – 11:00 a.m.

This webinar will cover some of the important post-election activities, including entering late and Election Day registrations into SVRS, recording and reconciling voter participation, completing the GAB-190F and GAB-191 reports in WEDCS and the Wisconsin notice to permanent absentees. This webinar will also again introduce the upcoming 2015 4-year maintenance process and explain the G.A.B. post-election voter felon audit process.

SVRS Overview

January 21, 2015, 10:00 a.m. – 11:00 a.m.

An overview and review webinar! Tune in to this webinar for general best practices in SVRS and a good summary of how SVRS interacts with our other election administration systems, like MyVote Wisconsin, WEDCS and Canvass.

SVRS Spring Election Preparation

February 25, 2015, 10:00 a.m. – 11:00 a.m.

The spring primary – spring election cycle is a condensed timeline. In preparation for the April election, this webinar will cover pre-election SVRS tasks, including election set-up (PPAP and RUP), entering local contests and candidates (making sure to use correct ballot positions!), re-naming ballot styles to your advantage and the importance of milestone #4.